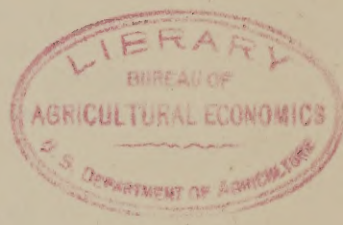


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING 1938 JONES COUNTY
REPORTS OF INSPECTION AND SUMMARIES OF PERFORMANCE
ON RANGE LANDS AND APPLICATIONS FOR PAYMENT ON RANGE
LANDS IN SOUTH DAKOTA APPLICATION FOR PAYMENT SECTION

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

GENERAL

The instructions contained herein shall be followed in the Application for Payment Section in the State of South Dakota in handling Forms NCR-257-J, Report of Inspection and Summary of Performance on Range Lands, 1938 Jones County Range Conservation Program, Forms NCR-259J, Application for Payment on Range Lands, Jones County, and related forms.

Members of the State committee and all persons working in the Application for Payment Section should become thoroughly familiar with the instructions contained herein and with all other instructions relating to the 1938 Jones County Range Conservation Program.

Except as provided herein, the flow of Forms NCR-257-J and NCR-259J through the Application for Payment Section shall be the same as the flow of Forms NCR-257 and NCR-259 as set forth in NCR-State 252.

Forms used in connection with the handling of Forms NCR-257-J and NCR-259J under the 1938 Jones County Range Conservation Program shall be the same as those used in connection with the handling of Forms NCR-257 and NCR-259 under the regular range program for 1938. The letters "RJ" shall be entered to the right of the form numbers and the words "Jones County Range" shall be entered above the titles of such forms. Any other necessary changes on such forms shall be made.

PART I - RECORDS UNIT

Forms NCR-257-J, NCR-259J, and related forms shall be handled in the Records Unit in the manner set forth in NCR-State 252, Part I, for handling Forms NCR-257, NCR-259, and related forms.

Data for Forms NCR-257-J and NCR-259J shall be included on NCR-231 with data for Forms NCR-257 and NCR-259. Also a separate NCR-231 shall be submitted to the Director of the North Central Division showing only data for Forms NCR-257-J and NCR-259J.

PART II - EXAMINATION UNIT

Except as provided herein, Forms NCR-257-J, NCR-259J, and related forms shall be handled in the Examination Unit in the manner set forth in NCR-State 252, Part II, for handling Forms NCR-257, NCR-259, and related forms.

I. Instructions to Checking Clerks for Checking Entries and Computations on Forms NCR-257-J.

1. Determine that the range inspector district number and the ranch serial number have been entered in the upper right-hand corner.
2. Make the following determinations with respect to Section I:
 - a. Determine that the name and address of the operator(s) have been entered in the spaces provided therefor.
 - b. Determine that the entry on the line beneath the name of the operator following the words "Acres of range land" is equal to or greater than 640 acres and that such entry does not exceed the entry on the same line, following the words "Acres in ranching unit."
 - c. Determine that the location of the ranch headquarters, including the name of the minor civil division and the distance and direction from the nearest town have been entered in the space provided therefor.
3. Make the following determinations with respect to Section II:

Section I
of NCR-257-J

Section II
of NCR-257-J

- a. If the word "no" has not been entered in the space to the right of the words "Condition of Range Land at End of Grazing Season", prepare and attach RF-204RJ to NCR-257-J.
- b. Natural Reseeding by Limited Grazing.
 - (1) If the word "yes" has not been entered in item 2, determine that the word "yes" has been entered in item 1, that the average percentage is 20 or more, and that the average percentage is the simple average of the percentages shown for the individual check-plots.

- (2) If the word "yes" has been entered in item 2, determine that the word "yes" has been entered in item 3, that the number of animal units grazed has been entered in item 3, and that such number of animal units grazed is not in excess of the grazing capacity for the ranching unit.
- c. If an entry has been made opposite the words "1938 Goal" for any practice, determine that the words "3-Year Goal" have been entered above the words "1938 Goal" for such practice and that the entry opposite the words "1938 Goal" is not greater than the entry opposite the words "3-Year Goal."
- d. Deferred or Rotational Grazing Specified for the Ranching Unit.
 - (1) If an entry has been made opposite the words "1938 Goal"
 - (a) Determine that the word "yes" has been entered in item 1.
 - (b) Determine that the entry in item 2 is equal to or greater than the entry opposite the words "1938 Goal."
 - (c) Determine that the word "yes" has been entered in item 3.
4. Practice No. 1-a - Reseeding of Range Land.
 - (1) If an entry has been made opposite the words "1938 Goal"
 - (a) Determine that the word "yes" has been entered in item 1 and that an entry has been made in items 2, 3, and 4.
 - (b) Determine that the kinds of seed sown as shown in item 2 were approved by the State committee as adapted varieties.
 - (c) Determine that the entry in item 4 is equal to or greater than the entry opposite the words "1938 Goal."

f. Practice No. 2-b(1) - Contour Listing, Furrowing, or Subsoiling.

- (1) If an entry has been made opposite the words "1938 Goal"
 - (a) Determine that the word "yes" has been entered in item 1.
 - (b) Determine that the entry in item 2 is equal to or greater than the entry opposite the words "1938 Goal."

g. Practice No. 2-b(2) - Contour Ridging.

- (1) If an entry has been made opposite the words "1938 Goal"
 - (a) Determine that the word "yes" has been entered in item 1.
 - (b) Determine that the entry in item 2 is equal to or greater than the entry opposite the words "1938 Goal."

h. Practice No. 2-c - Spreader Dams and Terraces.

- (1) If an entry has been made in any of the blocks opposite the words "1938 Goal" for spreader dams
 - (a) Determine that the word "yes" has been entered in item A-1 in the block below each of such entries.
 - (b) Determine that the entry in item A-2 in each block is equal to or greater than the entry opposite the words "1938 Goal" for such block.
- (2) If an entry has been made opposite the words "1938 Goal" for spreader terraces
 - (a) Determine that the word "yes" has been entered in item B-1.
 - (b) Determine that the entry in item B-2 is equal to or greater than the entry opposite the words "1938 Goal."

i. Practice No. 3-d - Excavations, Dams, or Fills.

- (1) If an entry has been made in any of the blocks opposite the words "1938 Goal" for excavations, dams, or fills
 - (a) Determine that the word "yes" has been entered in item 1 in the block below each of such entries for such practice.
 - (b) Determine that the word "yes" has been entered in item 2 in the block below each of such entries for such practice.
 - (c) Determine that the entry in item 3 in each block is equal to or greater than the entry opposite the words "1938 Goal" for such block.

j. Practice No. 3-e - Wells.

- (1) If an entry has been made in any of the blocks opposite the words "1938 Goal"
 - (a) Determine that such entry is not less than 2.
 - (b) Determine that the word "yes" has been entered in items 1, 2 (except where the word "yes" has been entered in item 6), and 3 in the block below each of such entries.
 - (c) Determine that the entry in item 4 for each block is not less than the entry opposite the words "1938 Goal" for such block.
 - (d) Determine that an entry has been made in item 5 for each block for which an entry has been made opposite the words "1938 Goal."
 - (e) If the word "yes" has not been entered in item 2 for any block, determine that the word "yes" has been entered in item 6 for such block.

- k. If an entry has been made under the words "Non-Listed Range-Building Practices", determine that the entry in the column headed "1938 Goal" is not in excess of the entry in the column headed "3-Year Goal" and that a statement appears in the column headed "Performance" which clearly indicates that the ranch operator met the 1938 requirements for such practice.
4. Make the following determinations with respect to Section III:
 - a. If any notations have been made to the effect that any changes were made in the 1938 leasing agreement from that of 1937 for the purpose of, or which would have the effect of, diverting to any person any payment to which any other person would be entitled if the 1937 leasing agreements of such range land were in effect in 1938, prepare and attach RF-204RJ to NCR-257-J.
 - b. If any person who may be entitled to payment in connection with the ranching unit has executed ACP-69, Section III will have been divided into four columns and data pertaining to the assignment will be entered therein. In such case, determine that:
 - (1) The initials entered in column (1) are the initials of the ranch operator.
 - (2) If an entry has been made in any one of the columns (1) to (4), entries have been made in each of the other columns.
 - (3) The same initials do not appear more than once in column (1).
 5. Make the following determinations with respect to Section IV:
 - a. Determine that the operator has signed in the space provided under certification No. 1 and that a date has been entered to the left of his signature or that there is a statement over the signature of the range inspector, setting forth the reason it was impracticable or impossible to obtain the operator's signature.
 - (1) In cases where more than one person is eligible to make application for payment with respect to the ranching unit, the signatures of all such persons will be entered under certification No. 1.

If the signatures of more than one person appear, and if a joint check is not to be drawn to such persons, determine that the percentage of the total payment to which each of such persons is entitled is indicated next to the signature, and that the sum of such percentages is equal to 100 percent.

- b. Determine that a county range inspector has signed in the space provided under certification No. 2 and that a date has been entered to the left of his signature.
- c. Determine that a member of the county committee has signed in the space provided under certification No. 3 and that a date has been entered to the left of his signature.

II. Instructions to Checking Clerks for Checking Forms NCR-257-J Against NCR-255.

- 1. Two clerks working together shall check entries on Forms NCR-257-J, Section 1, line 2, against entries on NCR-255 as follows:
 - a. Determine that the entry on NCR-257-J following the words "Acres in ranching unit" agrees with the entry in column (5) of NCR-255.
 - b. Determine that the entry on NCR-257-J following the words "Acres of range land" agrees with the entry in column (6) of NCR-255.
 - c. Determine that the entry on NCR-257-J following the words "Grazing capacity in animal units" agrees with the entry in column (16) of NCR-255.

III. Instructions to Examining Clerks and Review Clerks for Examination and Review of Forms NCR-259J.

Forms NCR-259J will be examined and reviewed in a manner comparable to that set forth for the examination and review of Forms NCR-259 in Part II of NCR-State 252. All corrections on NCR-259J must be initialed by the county committeeman who signed the Certificate of County Committee on such form.

PART III - ENTRY UNIT

Except as provided herein, Forms NCR-257-J, NCR-259J, and related forms shall be handled in the Entry Unit in the manner set forth in NCR-State 252, Part III, for handling Forms NCR-257, NCR-259, and related forms.

I. Instructions to Entry Clerks.

1. Enter the ranch serial number in the upper right-hand corner of NCR-259J.
2. Make entries in Section II of NCR-259J as follows:
 - a. Obtain the entry for item 1 from the space following the words "Acres of range land" in the second line of Section I of NCR-257-J.
 - b. Obtain the entry for item 2 from the space following the words "Grazing capacity in animal units" in the second line of Section I of NCR-257-J.
 - c. Obtain the entry for item 4(c) from NCR-257-J, Section II, Natural Reseeding by Limited Grazing. If the word "yes" has been entered in item 2, Natural Reseeding by Limited Grazing, of Section II, NCR-257-J, enter the letters "CPD" in item 4(c) rather than a percentage.
 - d. Obtain the entry for item 4(d) from NCR-257-J, Section II, Natural Reseeding by Limited Grazing, item 3. If a percentage entry has been made in item 4(c), make no entry in item 4(d).
 - e. Obtain the entries for the practices listed under items 5, 6, 7, 8, 9, 10, and 11, from the entries for such practices in Section II of NCR-257-J.
 - (1) If data are shown for practice No. 1-a, enter in item 5(c), following the words "Acres reseeded", the number of pounds of seed sown as shown on NCR-257-J. The number of pounds of seed should be followed by the abbreviation "lbs." and should be enclosed in parentheses.
 - (2) If data are shown for practice No. 3-e, enter below item 11(c) the word "Depth" and enter below the well number the depth of the well.

3. Make entries in Section III of NCR-259J as follows:

- a. Print in item 1, column (b), the name of the ranch operator. Obtain this datum from Section I, line 1 of NCR-257-J. In printing the name of any person, such name shall be printed in accordance with instructions contained in Part III, Section I, item e, subparagraph (1), of NCR-State 208.
 - (1) If the signatures of two persons appear in Section IV, certification No. 1 of NCR-257-J, and if a separate check is to be drawn to each of such persons, print the name of the second person in column (c).
- b. Enter in item 2, columns (b) and (c), the applicant's(s') percentage of payment. If only one person's signature appears in Section IV, certification No. 1 of NCR-257-J, or if more than one person's signature appears and a joint check will be issued, enter 100% below the name(s) of such person(s) in column (b). If more than one person's signature appears in Section IV, certification No. 1 of NCR-257-J, and separate checks will be issued, enter the respective percentages under the names of such persons.
- c. If the rate of deduction for county association expenses has been determined for the county, obtain such rate and enter such rate in the blank space in column (a), item 6.
- d. If Section III of NCR-257-J has been used for entering data with respect to assignments and if there is an entry in column (2) of such Section III on the line on which the initials of the applicant have been entered in column (1), print in item 7, column (b) or (c) (in whichever column the name of the applicant appears) the name and address of the assignee. Otherwise, enter the word "none" in item 7.
- e. Enter in item 8, the entry in Section III, column (4) of NCR-257-J on the line bearing the initials of the applicant in column (1).

4. Print in the spaces provided therefor in Section IV of NCR-259J the address(es) of the applicant(s).

II. Instructions to Review Clerks.

1. Verify the entry work on all Forms NCR-259J following the instructions to entry clerks contained herein.

PART IV - COMPUTATION UNIT

Except as provided herein, Forms NCR-259J and related forms shall be handled in the Computation Unit in the manner set forth in NCR-State 252, Part IV, for handling Forms NCR-259 and related forms.

In the event of assignments and set-offs, the priority of such assignments and set-offs shall be the same as that set forth in NCR-State 208, Part IV.

I. Instructions to Computing Clerks for Making Computations on Forms NCR-259J.

1. Make computations with respect to Section II as follows:

- a. Obtain item 3(a) by multiplying item 2 by \$1.40.
- b. Obtain item 3(b) by multiplying item 1 by \$0.14.
- c. Enter in item 3(c) the smaller of items 3(a) and 3(b).
- d. Multiply the entry in item 3(c) by 40 percent.
- e. Multiply the units in the 1938 goal for each practice by the rates assigned to such practices. The rates for range-building practices will be found in NCR-251-J, Section XII, subsection C.
 - (1) The maximum rate for practice No. 1-a is \$2.00 per acre.
- f. Obtain the sum of the results obtained under d and e, supra, and divide such amount by the entry in item 3(c).
 - (1) If the result is 90.0 percent or more, enter in items 12 and 13 the entry in item 3(c), and make computations with respect to Section III as set forth herein. Make no entry in item 13 in the space preceding the percentage symbol.
 - (2) If the result is less than 90.0 percent, enter zero in items 12 and 13 and make no further computations with respect to NCR-259J. In such case, prepare and attach RF-204RJ to NCR-259J, indicating that the case is a no-payment case.

2. Make computations with respect to Section III as follows:
 - a. Obtain item 3(b) by multiplying Section II, item 13, by Section III, item 2(b).
 - b. Obtain the entry for item 4(b) from the table of payment increases given on the last page of NCR-State 208, Part IV.
 - c. Obtain item 5(b) by adding items 3(b) and 4(b).
 - d. If the percentage of deduction for county association expenses has not been entered in item 6, column (a), enter such percentage.
 - e. Obtain item 6(b) by multiplying item 5(b) by the factor obtained by deducting from 100 percent the rate shown in item 6(a).
 - f. Enter in item 9(b) the smaller of items 6(b) and 8(b).
 - g. Obtain item 10(b) by subtracting item 9(b) from item 6(b).
 - h. Computations with respect to column (c) will be made in the manner outlined in these instructions for making computations with respect to column (b).

II. Instructions to Review Clerks.

1. Verify the computations on all Forms NCR-259J following the instructions to computing clerks contained herein.

PART V - PAYMENT SCHEDULE UNIT

Except as provided herein, Forms NCR-259J and related forms shall be handled in the Payment Schedule Unit in the manner set forth in NCR-State 252, Part V, for handling Forms NCR-259 and related forms.

The administrative number to be used on Forms ACP-75RJ, ACP-76RJ, and ACP-22RJ shall be the State and county code and the lot number followed by the letters "RJ".

The data for gross amounts, net payments, and total deductions for association expenses, respectively, shall be obtained as follows:

1. Obtain the total of the gross amounts for the lot by adding the entries in Section III, items 5(b) and 5(c) of all Forms NCR-259J.
2. Obtain the total of the net payments for the lot by adding the entries in Section III, items 6(b) and 6(c) of all Forms NCR-259J. Verify the total so obtained by multiplying the gross payment for the lot by the difference between 100.0 and the rate of deduction for county association expenses.
3. Obtain the total deduction for county association expenses for the lot by subtracting from the gross payment for the lot the net payment for the lot. Verify the figure so obtained by multiplying the gross payment for the lot by the rate of deduction for county association expenses. This rate may be obtained from Section III, item 6(a) of any NCR-259J in the lot.

The entries for column (d) of ACP-75RJ for applicants will be obtained from Section III, items 10(b) and 10(c) of NCR-259J. The entries for column (d) of ACP-75RJ for assignees will be obtained from Section III, items 9(b) and 9(c) of NCR-259J.

PART VI - CLEARANCE UNIT

Forms NCR-257-J, NCR-259J, and related forms shall be handled in the Clearance Unit in the manner set forth in NCR-State 252, Part VI, for handling Forms NCR-257, NCR-259, and related forms.

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NCR-State 252

Issued August 23, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING 1938
REPORTS OF INSPECTION AND SUMMARIES OF
PERFORMANCE ON RANGE LANDS AND APPLI-
CATIONS FOR PAYMENT ON RANGE LANDS IN
STATE APPLICATION FOR PAYMENT SECTIONS
IN THE NORTH CENTRAL REGION.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

GENERAL

The instructions contained herein shall be followed in Application for Payment Sections in Nebraska and South Dakota in handling Forms NCR-257, Reports of Inspection and Summaries of Performance on Range Lands, Forms NCR-259, Applications for Payment on Range Lands, and related forms. These instructions are not applicable to the handling of Summaries of Performance and Applications for Payment for Jones County, South Dakota.

Members of the State committee and all persons working in the Application for Payment Section in the State office should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the 1938 Range Conservation Program in the North Central Region. Deviation from these instructions will not be permitted. Any questions relative to the procedure to be followed should be referred to the person in charge of the Unit where the question arises and, if such person is unable to answer the question satisfactorily, he shall refer the case to the person in charge of the Application for Payment Section. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

Summaries of performance and applications for payment shall be handled in the order of their receipt.

No changes or corrections shall be made on any form used in connection with the 1938 Range Conservation Program unless such changes or corrections are specifically authorized by these instructions. When making any changes or corrections authorized by these instructions, draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

Except as provided herein, the flow of Forms NCR-257 and NCR-259 through the Application for Payment Section shall be the same as the flow of Forms NCR-220 and NCR-226 as set forth in NCR-State 208.

The following terms as used herein shall have the following meanings:

1. TRANSMITTAL means all summaries of performance or applications for payment, which are transmitted from the county office to the State office or from the State office to the county office at one time.
2. LOT means all summaries of performance, the range inspector district and ranch serial numbers of which are listed on one

sheet of NCR-224R or all applications for payment, the ranch serial numbers of which are listed on one sheet of NCR-230R.

3. LOT NUMBER means the number assigned to a lot. Such number shall be the same as the sheet number of NCR-224R for summaries of performance or the sheet number of NCR-230R for applications for payment.
4. RANCH SERIAL NUMBER means the serial number assigned to a ranching unit.
5. SUSPENDED CASE means any summary of performance or any application for payment which must be returned to the county office for correction, or which cannot be approved without additional information.
6. NO PAYMENT CASE means any application for payment with respect to which the total amount of payment computed for the ranching unit is zero. The total amount of payment computed for a ranching unit means the gross payment computed for the ranching unit and entered in Section II, item 15 of NCR-259.

Forms used in connection with the 1938 Range Conservation Program will be referred to in these instructions by form number rather than by title. The numbers and titles of forms to be used in the Application for Payment Section are as follows:

1. NCR-222R - List of Persons Eligible to Execute an Application for Payment with Respect to Range Lands.
2. NCR-224R - Transmittal Sheet for Reports of Inspection and Summaries of Performance.
3. NCR-229R - Transmittal Sheet for Applications for Payment on Range Lands. (To the County Office).
4. NCR-230R - Transmittal Sheet for Applications for Payment on Range Lands. (To State Office).
5. NCR-231R - Progress Report on Reports of Inspection and Summaries of Performance on Range Lands and Applications for Payment on Range Lands.
6. NCR-255 - Range Listing Sheet.
7. NCR-257 - Report of Inspection and Summary of Performance on Range Lands.
8. NCR-259 - Application for Payment on Range Lands.

9. RF-6R - Request for Application for Payment or Related Forms.
10. RF-201R - Progress Record.
11. RF-202R - Form Letter to be Used in Connection with Indebtedness Cases.
12. RF-203R - Release of Lots and Suspended Cases.
13. RF-204R - Suspension Sheet.
14. RF-205R - Transmittal Correction Sheet.
15. ACP-22R - Schedule of Disbursements.
16. ACP-75R - Public Voucher for 1938 Agricultural Conservation Payments (Continuation Sheet).
17. ACP-76R - Public Voucher for 1938 Agricultural Conservation Payments.

When forms designed for use in connection with the regular agricultural conservation program are used in connection with the 1938 Range Conservation Program, the letter "R" shall be entered to the right of the form number and the word "Range" shall be entered above the title of the form. Any other necessary changes on such forms shall be made.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

PART I - RECORDS UNIT

Forms NCR-222R, NCR-224R, NCR-229R, NCR-230R, NCR-231R, NCR-255, NCR-257, NCR-259, RF-6R, RF-201R, RF-202R, RF-203R, RF-204R, RF-205R, ACP-22R, ACP-75R, and ACP-76R shall be handled in the Records Unit in the manner set forth in NCR-State 208, Part I, for handling Forms NCR-222, NCR-224, NCR-229, NCR-230, NCR-231, NCR-209, NCR-220, NCR-226, RF-6, RF-201, RF-202, RF-203, RF-204, RF-205, ACP-22, ACP-75, and ACP-76.

Since no farm computation sheet has been provided for use in the computations with respect to the 1938 Range Conservation Program, the instructions contained in NCR-State 208, Part I, relative to the handling of Forms NCR-225, NCR-225A, and related forms may be disregarded in the handling of Forms NCR-257, NCR-259, and related forms.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

PART II - EXAMINATION UNIT

The flow of Forms NCR-257 and NCR-259 in the Examination Unit shall be the same as that set forth in NCR-State 208, Part II, for Forms NCR-220, and NCR-226, except that the check of the entries and computations on NCR-257 shall be made by the same checking clerk.

Forms RF-202R, RF-203R, RF-204R, NCR-224R and NCR-230R shall be handled in the Examination Unit in the manner set forth in NCR-State 208, Part II, for handling Forms RF-202, RF-203, RF-204, NCR-224 and NCR-230.

I. Instructions to Checking Clerks for Checking Entries and Computations on Forms NCR-257.

1. Determine that the State and county code, range inspector district No. and ranch serial number have been entered in the upper right-hand corner.
2. Make the following determinations with respect to Section I:
 - a. Determine that the name and address of the operator(s) have been entered in the spaces provided therefor.
 - b. Determine that the entry on the line beneath the name of the operator following the words "Acres of range land" is equal to or greater than 640 acres and that such entry does not exceed the entry on the same line, following the words "Acres in ranching unit".
 - c. Determine that the location of the ranch headquarters, including the name of the minor civil division and the distance and direction from the nearest town have been entered in the space provided therefor.
3. Make the following determinations with respect to Section II:
 - a. If the word "no" has not been entered in the space to the right of the words "Condition of Range Land At End of Grazing Season", prepare and attach RF-204R to NCR-257.
 - b. Practice No. 1 - Reseeding by deferred grazing
 - (1) If the word "yes" has not been entered in item 2, delete the entry in item 1.

- (2) If the word "yes" has not been entered in item 3, delete the entry in item 1.
- (3) If the dates "1938" following the dates "May 15" and "September 30" have not been deleted, delete such dates.
- (4) If items 2 and 3 have been answered "yes", determine that there is an entry in item 1.

c. Practice No. 2 - Artificial reseeding

- (1) If the word "yes" has not been entered in item 1, delete the entries in items 4 and 5.
- (2) Determine that an entry has been made in item 2 and that the kinds of seed sown were approved by the State committee as an adapted variety.
- (3) If the word "yes" has not been entered in item 3, delete the entries in items 4 and 5.
- (4) If items 1 and 3 have been answered "yes" determine that entries have been made in items 4 and 5.

d. Practice No. 3 - Contour listing, furrowing, or subsoiling

- (1) If the word "yes" has not been entered in items 1, 2, 3, 4, and 5, delete the entry in item 6.
- (2) If the word "yes" has been entered in items 1, 2, 3, 4, and 5, determine that an entry has been made in item 6.

e. Practice No. 4 - Spreader dams and terraces

- (1) If the word "yes" has not been entered in item 1, delete the entries in items 2 and 3.
- (2) If the word "yes" has been entered in item 1, determine that an entry has been made in item 2 or item 3, or that entries have been made in both of such items.

f. Practice No. 5 - Earthen tanks or reservoirs

- (1) If the word "yes" has not been entered in items 1 and 2 for any dam number for which an entry has been made in item 3, delete the entry in item 3 for such dam number.
- (2) If the word "yes" has been entered in items 1 and 2 for any dam number, determine that an entry has been made for such dam number in item 3.

g. Practice No. 6 - Wells

- (1) If the word "yes" has not been entered in items 1, 2, and 3 for any well number for which entries have been made in items 4 and 5, and no entry has been made in item 6, delete the entries in items 4 and 5.
- (2) If the word "yes" has not been entered in items 1, 3, and 6 for any well number for which entries have been made in items 4, 5, and 6, delete the entries in items 4 and 5 for such well number.
- (3) If the word "yes" has been entered in items 1, 2, and 3 for a well number, and no entry has been made in item 6, determine that entries have been made in items 4 and 5 for such well number.
- (4) If the word "yes" has been entered in items 1, 3, and 6 for any well number for which an entry has been made in item 6, determine that entries have been made in items 4 and 5 for such well number.

h. Practice No. 7 - Development of natural watering places

- (1) If the word "yes" has not been entered in item 1, delete the entries in items 2 and 3.
- (2) If the word "yes" has been entered in item 1, determine that an entry has been made in item 2 or item 3 or that entries have been made in both of such items.

i. Practice No. 8 - Tree planting in 1938 prior to November 1, 1938

- (1) If the word "yes" has not been entered in items 1 and 2, or if the date in item 4 is not subsequent to December 31, 1937, and prior to November 1, 1938, delete the entry in item 3.
- (2) If the word "yes" has been entered in items 1 and 2, and the date in item 4 is a date in 1938 prior to November 1, 1938, determine that an entry has been made in item 3.

j. Practice No. 9 - Cultivating and maintaining a stand of trees

- (1) If the date in item 1(a) is not subsequent to January 1, 1934, and prior to January 1, 1938, or if the entry in item 1(b) is not "500" or greater, delete the entry in item 1(c).

- (2) If the date in item 1(a) is subsequent to January 1, 1934, and prior to January 1, 1938, and if the entry in item 1(b) is "500" or greater, determine that an entry has been made in item 1(c).
 - (3) If the date in item 2(a) is not subsequent to January 1, 1934, and prior to January 1, 1938, or if the entry in item 2(b) is not "200" or greater, delete the entry in item 2(c).
 - (4) If the date in item 2(a) subsequent to January 1, 1934, and prior to January 1, 1938, and if the entry in item 2(b) is "200" or greater, determine that an entry has been made in item 2(c).
 - (5) Determine that the entry in item 3 is equal to the sum of the entries in items 1(c) and 2(c). If item 1(c) or item 2(c) has been deleted in accordance with these instructions, correct item 3 accordingly.
4. Make the following determinations with respect to Section III.
- a. If any notations have been made to the effect that any changes were made in the 1938 leasing agreement from that of 1937 for the purpose of, or which would have the effect of, diverting to any person any payment to which any other person would be entitled if the 1937 leasing agreements of such range land were in effect in 1938, prepare and attach RF-204R to NCR-257.
 - b. If the person who may be entitled to payment in connection with the ranching unit has executed ACP-69, Section III will have been divided into four columns and data pertaining to the assignment will be entered therein. In such case, determine that:
 - (1) The initials, if any, entered in column 1 are the initials of the ranch operator.
 - (2) If an entry has been made in any one of the columns 1 to 4, entries have been made in each of the other columns.
5. Make the following determinations with respect to Section IV:
- a. Determine that the operator has signed in the space provided under certification number 1 and that a date has been entered to the left of his signature.

(1) In cases where more than one person is eligible to make application for payment with respect to the ranching unit, the signatures of all such persons will be entered under certification number 1. If the signatures of more than one person appear, and if a joint check is not to be drawn to such persons, determine that the percentage of the total payment to which each of such persons is entitled is indicated next to the signature, and that the sum of such percentages is equal to 100 percent.

- b. Determine that a county range inspector has signed in the space provided under certification number 2 and that a date has been entered to the left of his signature.
- c. Determine that a member of the county committee has signed in the space provided under certification number 3 and that a date has been entered to the left of his signature.

II. Instructions to Checking Clerks for Checking Forms NCR-257 against NCR-255.

- 1. Two clerks working together shall check entries on Forms NCR-257, Section I, line 2, against entries on NCR-259 as follows:
 - a. Determine that the entry on NCR-257 following the words "Acres in ranching unit" agrees with the entry in column (5) of NCR-255.
 - b. Determine that the entry on NCR-257 following the words "Acres of range land" agrees with the entry in column (6) of NCR-255.
 - c. Determine that the entry on NCR-257 following the words "Grazing capacity in animal units" agrees with the entry in column (16) of NCR-255.

III. Instructions to Examining Clerks and Review Clerks for Examination and Review of Forms NCR-259.

Forms NCR-259 will be examined and reviewed in a manner comparable to that set forth for the examination and review of Forms NCR-227 in Part II of NCR-State 208. All corrections on NCR-259 must be initialed by the county committeeman who signed the Certificate of County Committee on such form.

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PART III - ENTRY UNIT

Forms NCR-257, NCR-259, RF-203R, RF-204R, and NCR-224R shall be handled in the Entry Unit in the manner set forth in NCR-State-208, Part III for handling Forms NCR-220, NCR-226, RF-203, RF-204, and NCR-224, except as hereinafter provided.

I. Instructions to Entry Clerks.

1. Enter the State and county code and ranch serial number in the upper right-hand corner of NCR-259.
2. Make entries in Section II of NCR-259 as follows:
 - a. Obtain the entry for item 1 from the space following the words "Acres of range land" in the second line of Section I of NCR-257.
 - b. Obtain the entry for item 2 from the space following the words "Grazing capacity in animal units" in the second line of Section I of NCR-257.
 - c. Obtain the entry for item 4(a) from NCR-257, Section II, Practice No. 1, item 1.
 - d. Obtain the entry for item 5(a), in the space following the words "Acreage reseeded", from NCR-257, Section II, Practice No. 2, item 5.
 - e. Obtain the entry for item 5(b), in the space following the words "Pounds of seed sown", from NCR-257, Section II, Practice No. 2, item 4.
 - f. Enter in items 6 to 12 inclusive, in column (a), the practice numbers of the range-building practices carried out on the ranching unit, other than range-building practices A-1 and A-2.
 - g. Enter in column (b), on the line on which a practice number has been entered, the number of units of such practice.
 - h. Enter in column (c) the rate for the range-building practice, the number of which is entered in column (a). The rates for range-building practices may be found in Section I of NCR-251.

- k. Obtain item 4(d) by multiplying item 2 by \$1.25.
 - l. Enter in item 4(e) the smaller of items 4(c) and 4(d).
 - m. Obtain item 5(a) by multiplying the entry shown in the blank space following the words "Acreage reseeded" by \$2.00.
 - n. Obtain item 5(b) by multiplying the entry shown in the blank space following the words "Pounds of seed sown" by \$0.20.
 - o. Enter in item 5(c) the smaller of items 5(a) and 5(b).
 - p. Obtain items 6 to 12, inclusive, column (d) by multiplying the entry in column (b) on each line by the entry in column (c) on such line.
 - q. Obtain item 13 by adding the entries in items 4(e), 5(c), and 6(d) to 12(d), inclusive.
 - r. Enter in item 14 the smaller of items 3(g) and 13.
 - s. Enter in item 15 the entry in item 14. Make no entry in item 15 in the space preceding the percentage symbol.
2. Make computations with respect to Section III as follows:
- a. Obtain item 3(b) by multiplying Section II, item 15 by Section III, item 2(b).
 - b. Obtain the entry for item 4(b) from the table of payment increases given on the last page of NCR-State 208, Part IV.
 - c. Obtain item 5(b) by adding items 3(b) and 4(b).
 - d. If the percentage of deduction for county association expenses has not been entered in item 6, column (a), enter such percentage.
 - e. Obtain item 6(b) by multiplying item 5(b) by the factor obtained by deducting from 100 percent the rate shown in item 6(a).
 - f. Enter in item 9(b) the smaller of items 6(b) and 8(b).
 - g. Obtain item 10(b) by subtracting item 9(b) from item 6(b).
 - h. Computations with respect to column (c) will be made in the manner outlined in these instructions for making computations with respect to column (b)

II. Instructions to Review Clerks.

Verify the computations on all Forms NCR-259 following the instructions to computing clerks contained herein.

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PART V - PAYMENT SCHEDULE UNIT

Forms NCR-259, RF-203R, RF-204R, NCR-230R, ACP-75R, ACP-76R, and ACP-22R shall be handled in the Payment Schedule Unit in the manner set forth in NCR-State-208, Part V for handling Forms NCR-226, RF-203, RF-204, NCR-230, ACP-75, ACP-76, and ACP-22, except as hereinafter provided.

The administrative number to be used on Forms ACP-75R, ACP-76R, and ACP-22R shall be the State and county code and the lot number followed by the letter "R".

The data for gross amounts, net payments, and total deductions for association expenses, respectively, shall be obtained as follows:

1. Obtain the total of the gross amounts for the lot by adding the entries in Section III, items 5(b) and 5(c) of all Forms NCR-259.
2. Obtain the total of the net payments for the lot by adding the entries in Section III, items 6(b) and 6(c) of all Forms NCR-259. Verify the total so obtained by multiplying the gross payment for the lot by the difference between 100.0 and the rate of deduction for county association expense.
3. Obtain the total deduction for county association expenses for the lot by subtracting from the gross payment for the lot the net payment for the lot. Verify the figure so obtained by multiplying the gross payment for the lot by the rate of deduction for county association expenses. This rate may be obtained from Section III, Item 6(a) of any NCR-259 in the lot.

The entries for column (d) of ACP-75 for applicants will be obtained from Section III, items 10(b) and 10(c) of NCR-259. The entries for column (d) of ACP-75 for assignees will be obtained from Section III, items 9(b) and (c) of NCR-259.

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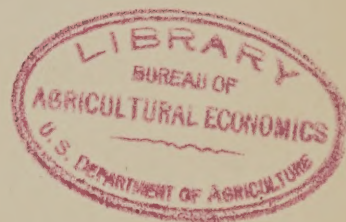
PART VI - CLEARANCE UNIT

Forms NCR-257, NCR-259, and related forms shall be handled in the Clearance Unit in the manner set forth in NCR-State 208, Part VI, for handling Forms NCR-220, NCR-226, NCR-227, and related forms.

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INSTRUCTIONS RELATIVE TO HANDLING 1938
REPORTS OF INSPECTION AND SUMMARIES OF
PERFORMANCE ON RANGE LANDS AND APPLI-
CATIONS FOR PAYMENT ON RANGE LANDS IN
STATE APPLICATION FOR PAYMENT SECTIONS
IN THE NORTH CENTRAL REGION



NCR-State 252 is hereby amended as follows:

1. Part II, Section I, paragraph 4, item b is amended by adding at the end thereof the following new subitem (3).
 - (3) Determine that the same initials do not appear more than once in column (1).
2. Part II, Section I, paragraph 5, item a is amended to read as follows:
 - a. Determine that the operator has signed in the space provided under certification number 1 and that a date has been entered to the left of his signature or that there is a statement over the signature of the range inspector, setting forth the reason it was impracticable or impossible to obtain the operator's signature.
3. Part III, Section I, paragraph 3, item d is amended by adding at the end thereof the following new sentence.

Otherwise, enter the word "none" in item 7.

